

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 PAYROLL SCHEDULES

The 2017-2018 Payroll Schedules were approved by the School Board on May 16, 2017.

The School Board approved the following revisions on October 17, 2017.

Revisions:

Recent changes to the employee work calendars require the following notification. Changes are highlighted in yellow.

A. Paraprofessionals, V31, revised start date was changed from August 1, 2017 to the new start date of August 2, 2017. (See Page 8)

B. The 09/15/17 payday was paid in advance on 09/08/17 due to the district's closure for Hurricane Irma. ♦ (See Page 1)

C. The 11/10/17 payday will move to 11/09/17 due to financial institutions closures in observance of Veteran's Day. * (See Page 1)

D. The 11/24/17 payday was paid in advance on 11/22/17 as a courtesy to all employees. ● (See Page 1)

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 PAYROLL SCHEDULES

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HILLSBOROUGH COUNTY PUBLIC SCHOOLS

Fiscal Year Pay Dates
July 1, 2017 through June 30, 2018

Pay Periods	Paydate	Day of Week
July 1, 2017 - July 1, 2017	July 7, 2017	Friday
July 2, 2017 - July 15, 2017	July 21, 2017	Friday
July 16, 2017 - July 29, 2017	August 4, 2017	Friday
July 30, 2017 - August 12, 2017	August 18, 2017	Friday
August 13, 2017 - August 26, 2017	September 1, 2017	Friday
August 27, 2017 - September 9, 2017	September 8, 2017	Friday ◆
September 10, 2017 - September 23, 2017	September 29, 2017	Friday
September 24, 2017 - October 7, 2017	October 13, 2017	Friday
October 8, 2017 - October 21, 2017	October 27, 2017	Friday
October 22, 2017 - November 4, 2017	November 9, 2017	Thursday *
November 5, 2017 - November 18, 2017	November 22, 2017	Friday ●
November 19, 2017 - December 2, 2017	December 8, 2017	Friday
December 3, 2017 - December 16, 2017	December 22, 2017	Friday
December 17, 2017 - December 30, 2017	January 5, 2018	Friday ●
December 31, 2017 - January 13, 2018	January 19, 2018	Friday
January 14, 2018 - January 27, 2018	February 2, 2018	Friday
January 28, 2018 - February 10, 2018	February 16, 2018	Friday
February 11, 2018 - February 24, 2018	March 2, 2018	Friday
February 25, 2018 - March 10, 2018	March 16, 2018	Friday ●
March 11, 2018 - March 24, 2018	March 30, 2018	Friday
March 25, 2018 - April 7, 2018	April 13, 2018	Friday
April 8, 2018 - April 21, 2018	April 27, 2018	Friday
April 22, 2018 - May 5, 2018	May 11, 2018	Friday
May 6, 2018 - May 19, 2018	May 25, 2018	Friday
May 20, 2018 - June 2, 2018	June 8, 2018	Friday
June 3, 2018 - June 16, 2018	June 22, 2018	Friday
June 17, 2018 - June 30, 2018	June 29, 2018	Friday

* The payday on Thursday, November 9, 2017 is one day earlier than normal due to the Federal banking holiday on Friday, November 10, 2017.

- 11/24/17 payday was paid in advance on 11/22/17 as a courtesy to all employees.
- Paydates during the holidays/breaks.
- ◆ 09/15/17 payday was paid in advance on 09/08/17 due to the district closure -Hurricane Irma.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 A PAYROLL

INSTRUCTIONAL LESS THAN 12-MONTH

	Employee Type	10-Month Teachers, Diagnosticians, Alt Ed Teachers	10-Month Social Workers	10 1/2-Month Teachers	Assistant Principals	11-Month Teachers	ROTC Instructors	Elem & Middle School Counselors	10 1/2- Month Social Workers, Staff Specialist, HS Counselors, Psych.	District Resource Teachers Group A
	Pay Class:	A01/198	A02/199	A03/203	A04/216	A05/213	A06/213	A08/203	A09/205	A12/213
Pay Period	Pay Date Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/17 - 07/01/17	07/07/17 Fri	---	---	---	---	---	---	---	---	---
07/02/17 - 07/15/17	07/21/17 Fri	---	---	---	5	3	---	---	---	5
07/16/17 - 07/29/17	08/04/17 Fri	---	---	3	10	10	---	1	3	10
07/30/17 - 08/12/17	08/18/17 Fri	8	9	10	10	10	9	10	10	10
08/13/17 - 08/26/17	09/01/17 Fri	10	10	10	10	10	10	10	10	10
08/27/17 - 09/09/17	09/08/17 Fri	10	10	10	10	10	10	10	10	10
09/10/17 - 09/23/17	09/29/17 Fri	10	10	10	10	10	10	10	10	10
09/24/17 - 10/07/17	10/13/17 Fri	10	10	10	10	10	10	10	10	10
10/08/17 - 10/21/17	10/27/17 Fri	10	10	10	10	10	10	10	10	10
10/22/17 - 11/04/17	11/09/17 Thu	10	10	10	10	10	10	10	10	10
11/05/17 - 11/18/17	11/22/17 Wed	10	10	10	10	10	10	10	10	10
11/19/17 - 12/02/17	12/08/17 Fri	8	8	8	8	8	8	8	8	8
12/03/17 - 12/16/17	12/22/17 Fri	10	10	10	10	10	10	10	10	10
12/17/17 - 12/30/17	01/05/18 Fri	6	6	6	6	6	6	6	6	5
12/31/17 - 01/13/18	01/19/18 Fri	6	6	6	6	6	6	6	6	6
01/14/18 - 01/27/18	02/02/18 Fri	9	9	9	9	9	9	9	9	9
01/28/18 - 02/10/18	02/16/18 Fri	10	10	10	10	10	10	10	10	10
02/11/18 - 02/24/18	03/02/18 Fri	10	10	10	10	10	10	10	10	10
02/25/18 - 03/10/18	03/16/18 Fri	10	10	10	10	10	10	10	10	10
03/11/18 - 03/24/18	03/30/18 Fri	5	5	5	5	5	5	5	5	5
03/25/18 - 04/07/18	04/13/18 Fri	10	10	10	10	10	10	10	10	10
04/08/18 - 04/21/18	04/27/18 Fri	10	10	10	10	10	10	10	10	10
04/22/18 - 05/05/18	05/11/18 Fri	10	10	10	10	10	10	10	10	10
05/06/18 - 05/19/18	05/25/18 Fri	10	10	10	10	10	10	10	10	10
05/20/18 - 06/02/18	06/08/18 Fri	6	6	6	7	6	8	8	8	5
06/03/18 - 06/16/18	06/22/18 Fri	---	---	---	---	---	6	---	---	---
06/17/18 - 06/30/18	06/29/18 Fri	---	---	---	---	---	6	---	---	---

Less than normal compensation not applicable for 2017-2018.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 A PAYROLL
INSTRUCTIONAL LESS THAN 12-MONTH JOB SHARE POSITIONS

	Employee Type	10-Month Teachers JOB SHARE	10-Month Social Workers JOB SHARE	10 1/2-Month Teachers JOB SHARE	11-Month Teachers JOB SHARE	Elem & Middle School Counselors JOB SHARE	10 1/2-Month Social Workers Psychologist JOB SHARE
	Pay Class:	A01/209	A02/211	A03/214	A05/224	A08/214	A09/223
Pay Period	Pay Date Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days
07/01/17 - 07/01/17	07/07/17 Fri	---	---	---	---	---	---
07/02/17 - 07/15/17	07/21/17 Fri	---	---	---	3	---	---
07/16/17 - 07/29/17	08/04/17 Fri	---	---	3	10	1	6
07/30/17 - 08/12/17	08/18/17 Fri	14	16	16	16	16	18
08/13/17 - 08/26/17	09/01/17 Fri	10	10	10	10	10	10
08/27/17 - 09/09/17	09/08/17 Fri	10	10	10	10	10	10
09/10/17 - 09/23/17	09/29/17 Fri	10	10	10	10	10	10
09/24/17 - 10/07/17	10/13/17 Fri	10	10	10	10	10	10
10/08/17 - 10/21/17	10/27/17 Fri	11	11	11	11	11	11
10/22/17 - 11/04/17	11/09/17 Thu	10	10	10	10	10	10
11/05/17 - 11/18/17	11/22/17 Wed	10	10	10	10	10	10
11/19/17 - 12/02/17	12/08/17 Fri	9	9	9	9	9	9
12/03/17 - 12/16/17	12/22/17 Fri	10	10	10	10	10	10
12/17/17 - 12/30/17	01/05/18 Fri	6	6	6	6	6	6
12/31/17 - 01/13/18	01/19/18 Fri	7	7	7	7	7	7
01/14/18 - 01/27/18	02/02/18 Fri	9	9	9	9	9	9
01/28/18 - 02/10/18	02/16/18 Fri	11	11	11	11	11	11
02/11/18 - 02/24/18	03/02/18 Fri	10	10	10	10	10	10
02/25/18 - 03/10/18	03/16/18 Fri	10	10	10	10	10	10
03/11/18 - 03/24/18	03/30/18 Fri	5	5	5	5	5	5
03/25/18 - 04/07/18	04/13/18 Fri	11	11	11	11	11	11
04/08/18 - 04/21/18	04/27/18 Fri	10	10	10	10	10	10
04/22/18 - 05/05/18	05/11/18 Fri	10	10	10	10	10	10
05/06/18 - 05/19/18	05/25/18 Fri	10	10	10	10	10	10
05/20/18 - 06/02/18	06/08/18 Fri	6	6	6	6	8	10
06/03/18 - 06/16/18	06/22/18 Fri	---	---	---	---	---	---
06/17/18 - 06/30/18	06/29/18 Fri	---	---	---	---	---	---

Less than normal compensation not applicable for 2017-2018.

- Paid Days greater than 10-days require Job Share employee to work an 8-hour day, which equals two Job Share days.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 P PAYROLL - 12-MONTH INSTRUCTIONAL SUPPORT
R PAYROLL - 12-MONTH INSTRUCTIONAL & ADMINISTRATORS

	Employee Type	12-Month Personnel (other than DJJ) 253 Days	12-Month School Readiness Group A 253 Days	12-Month School Readiness Group B 253 Days	DJJ Youth Services 257 Days
	Pay Class:	P01, R01 & R02	P04	P05	P03, R03 & R05
Pay Period	Pay Date Day	Paid Days	Paid Days	Paid Days	Paid Days
07/01/17 - 07/01/17	07/07/17 Fri	---	---	---	---
07/02/17 - 07/15/17	07/21/17 Fri	10	9	9	10
07/16/17 - 07/29/17	08/04/17 Fri	10	10	10	10
07/30/17 - 08/12/17	08/18/17 Fri	10	10	10	10
08/13/17 - 08/26/17	09/01/17 Fri	10	10	10	10
08/27/17 - 09/09/17	09/08/17 Fri	10	10	10	10
09/10/17 - 09/23/17	09/29/17 Fri	10	10	10	10
09/24/17 - 10/07/17	10/13/17 Fri	10	10	10	10
10/08/17 - 10/21/17	10/27/17 Fri	10	10	10	10
10/22/17 - 11/04/17	11/09/17 Thu	10	10	10	10
11/05/17 - 11/18/17	11/22/17 Wed	10	10	10	10
11/19/17 - 12/02/17	12/08/17 Fri	10	9	10	9
12/03/17 - 12/16/17	12/22/17 Fri	10	10	10	10
12/17/17 - 12/30/17	01/05/18 Fri	10	9	10	8
12/31/17 - 01/13/18	01/19/18 Fri	8	10	7	10
01/14/18 - 01/27/18	02/02/18 Fri	10	10	10	10
01/28/18 - 02/10/18	02/16/18 Fri	10	10	10	10
02/11/18 - 02/24/18	03/02/18 Fri	10	10	10	10
02/25/18 - 03/10/18	03/16/18 Fri	10	10	9	10
03/11/18 - 03/24/18	03/30/18 Fri	5	7	8	10
03/25/18 - 04/07/18	04/13/18 Fri	10	10	10	10
04/08/18 - 04/21/18	04/27/18 Fri	10	10	10	10
04/22/18 - 05/05/18	05/11/18 Fri	10	10	10	10
05/06/18 - 05/19/18	05/25/18 Fri	10	10	10	10
05/20/18 - 06/02/18	06/08/18 Fri	10	9	10	10
06/03/18 - 06/16/18	06/22/18 Fri	10	10	10	10
06/17/18 - 06/30/18	06/29/18 Fri	10	10	10	10

Less than normal compensation not applicable for 2017-2018.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 S02 PAYROLL - INSTRUCTIONAL SUPPORT SUBSTITUTES

Please note: Employees are reported and paid for actual hours worked as of the payroll approval deadline. When the payroll approval deadline is before the end of the pay period, only the known hours worked can be reported.

Pay Period	Employee Type		Instructional Support Substitutes	
	Pay Date	Day	Pay Class:	S02
			Maximum Days ¹	
06/18/17 - 07/01/17	07/07/17	Fri	10	
07/02/17 - 07/15/17	07/21/17	Fri	9	
07/16/17 - 07/29/17	08/04/17	Fri	10	
07/30/17 - 08/12/17	08/18/17	Fri	10	
08/13/17 - 08/26/17	09/01/17	Fri	10	
08/27/17 - 09/09/17	09/08/17	Fri	9	
09/10/17 - 09/23/17	09/29/17	Fri	10	
09/24/17 - 10/07/17	10/13/17	Fri	10	
10/08/17 - 10/21/17	10/27/17	Fri	10	
10/22/17 - 11/04/17	11/09/17	Thu	10	
11/05/17 - 11/18/17	11/22/17	Wed	10	
11/19/17 - 12/02/17	12/08/17	Fri	5	
12/03/17 - 12/16/17	12/22/17	Fri	10	
12/17/17 - 12/30/17	01/05/18	Fri	5	
12/31/17 - 01/13/18	01/19/18	Fri	5	
01/14/18 - 01/27/18	02/02/18	Fri	9	
01/28/18 - 02/10/18	02/16/18	Fri	10	
02/11/18 - 02/24/18	03/02/18	Fri	10	
02/25/18 - 03/10/18	03/16/18	Fri	10	
03/11/18 - 03/24/18	03/30/18	Fri	5	
03/25/18 - 04/07/18	04/13/18	Fri	10	
04/08/18 - 04/21/18	04/27/18	Fri	10	
04/22/18 - 05/05/18	05/11/18	Fri	10	
05/06/18 - 05/19/18	05/25/18	Fri	10	
05/20/18 - 06/02/18	06/08/18	Fri	9	
06/03/18 - 06/16/18	06/22/18	Fri	10	

○ Due to early approval deadlines, remaining hours worked will be reported for payment on the next scheduled payday. Refer to Payroll Verification & Approval Schedule

¹The maximum number of days in each pay period will vary depending on the appropriate work schedule for each position. For example, substitute custodians may work on a conference day while substitute lunchroom workers may not work this day.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 NON-PERMANENT ASSIGNMENTS

	Employee Type		Instructional	Instructional Support
	Pay Class:		T01 - Non-Permanent T07 - Extended Learning Position (ELP)	T06 - Non-Permanent N01 - Students, College Work Study
Pay Period	Pay Date	Day	Maximum Days	Maximum Days
06/18/17 - 07/01/17	07/07/17	Fri	---	10
07/02/17 - 07/15/17	07/21/17	Fri	---	9
07/16/17 - 07/29/17	08/04/17	Fri	---	10
07/30/17 - 08/12/17	08/18/17	Fri	2	10
08/13/17 - 08/26/17	09/01/17	Fri	10	10
08/27/17 - 09/09/17	09/08/17	Fri	9	9
09/10/17 - 09/23/17	09/29/17	Fri	10	10
09/24/17 - 10/07/17	10/13/17	Fri	10	10
10/08/17 - 10/21/17	10/27/17	Fri	9	10
10/22/17 - 11/04/17	11/09/17	Thu	10	10
11/05/17 - 11/18/17	11/22/17	Wed	9	10
11/19/17 - 12/02/17	12/08/17	Fri	5	5
12/03/17 - 12/16/17	12/22/17	Fri	10	10
12/17/17 - 12/30/17	01/05/18	Fri	5	5
12/31/17 - 01/13/18	01/19/18	Fri	4	5
01/14/18 - 01/27/18	02/02/18	Fri	9	9
01/28/18 - 02/10/18	02/16/18	Fri	10	10
02/11/18 - 02/24/18	03/02/18	Fri	10	10
02/25/18 - 03/10/18	03/16/18	Fri	10	10
03/11/18 - 03/24/18	03/30/18	Fri	5	5
03/25/18 - 04/07/18	04/13/18	Fri	9	10
04/08/18 - 04/21/18	04/27/18	Fri	10	10
04/22/18 - 05/05/18	05/11/18	Fri	10	10
05/06/18 - 05/19/18	05/25/18	Fri	10	10
05/20/18 - 06/02/18	06/08/18	Fri	5	9
06/03/18 - 06/16/18	06/22/18	Fri	---	10

○ Due to early approval deadlines, remaining hours worked will be reported for payment on the next scheduled payday. Refer to Payroll Verification & Approval Schedule

2017 EXTENDED SCHOOL YEAR PROGRAM

"T03" Summer Instructional & "T05" Summer Instructional Support						
Dates to Report				Pay Date	Day	max
05/31/17	Wed	06/15/17	Thu	06/23/17	Fri	11
06/16/17	Fri	06/24/17	Sat	06/30/17	Fri	4
06/25/17	Sun	07/01/17	Sat	07/07/17	Fri	4
07/02/17	Sun	07/15/17	Sat	07/21/17	Fri	8
07/16/17	Sun	07/29/17	Sat	08/04/17	Fri	8

"T04" Summer Bus Drivers Payroll						
Dates to Report				Pay Date	Day	max
05/31/17	Wed	06/15/17	Thu	06/23/17	Fri	11
06/16/17	Fri	06/24/17	Sat	06/30/17	Fri	4
06/25/17	Sun	07/01/17	Sat	07/07/17	Fri	4
07/02/17	Sun	07/15/17	Sat	07/21/17	Fri	8
07/16/17	Sun	07/29/17	Sat	08/04/17	Fri	8

Notes:

The Extended School Year Program will begin on May 31, 2017 and end on July 28, 2017

HCPS utilizes a 4-day work week during the Extended School Year Program.

The last work dates of the 2016-2017 regular school year are:

- a. Tuesday, May 30, 2017, for 10-month teachers
- b. Tuesday, May 30, 2017, for bus drivers
- c. Various dates for other less than 12-month personnel.



Please Read - Important Information

Once the employee's normal contract year begins, 2017-2018, the employee should no longer be paid on their summer assignment.

The beginning work dates of the 2017-2018 regular school year are:

- a. Wednesday, August 2, 2017, for 10-month teachers
- b. Thursday, August 3, 2017, for bus drivers
- c. Various dates for other less than 12-month personnel.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 V PAYROLL
LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT

	Employee Type	Bus Drivers	Elementary & Middle Secty 4 Hd Start Pgm Mgr	10 1/2-Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors	SNS Mgr	SNS Asst, Product Coord	Paraprofessionals	High School Registrar	OT/PT Asst	Riders	Health Asst & LPN	Staff Nurses	Asst Teachers, OT & PT	Comm School Officer 2	
	Pay Class:	V22/193	V23/224	V24/205	V25/209	V26/211	V27/213	V28/200	V30/195	V31/196	V32/213	V34/224	V35/190	V36/205	V37/205	V39/200	V53/198	
Pay Period	Pay Date Day	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	Paid Days	
07/01/17 - 07/01/17	07/07/17 Fri	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
07/02/17 - 07/15/17	07/21/17 Fri	---	10	---	---	---	---	---	---	---	---	10	---	---	---	---	---	
07/16/17 - 07/29/17	08/04/17 Fri	---	10	5	10	10	10	10	1	---	---	10	10	---	5	5	2	---
07/30/17 - 08/12/17	08/18/17 Fri	7	10	10	10	10	10	10	9	8	10	10	6	10	10	10	9	
08/13/17 - 08/26/17	09/01/17 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
08/27/17 - 09/09/17	09/08/17 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
09/10/17 - 09/23/17	09/29/17 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
09/24/17 - 10/07/17	10/13/17 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	
10/08/17 - 10/21/17	10/27/17 Fri	9	9	10	9	9	9	9	10	9	10	9	9	9	10	10	9	9
10/22/17 - 11/04/17	11/09/17 Thu	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11/05/17 - 11/18/17	11/22/17 Wed	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11/19/17 - 12/02/17	12/08/17 Fri	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	8	8
12/03/17 - 12/16/17	12/22/17 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
12/17/17 - 12/30/17	01/05/18 Fri	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
12/31/17 - 01/13/18	01/19/18 Fri	5	6	6	6	6	6	6	6	6	6	6	4	6	6	6	6	6
01/14/18 - 01/27/18	02/02/18 Fri	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
01/28/18 - 02/10/18	02/16/18 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
02/11/18 - 02/24/18	03/02/18 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
02/25/18 - 03/10/18	03/16/18 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
03/11/18 - 03/24/18	03/30/18 Fri	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
03/25/18 - 04/07/18	04/13/18 Fri	9	10	10	10	10	9	9	9	10	9	10	9	10	10	10	10	10
04/08/18 - 04/21/18	04/27/18 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
04/22/18 - 05/05/18	05/11/18 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
05/06/18 - 05/19/18	05/25/18 Fri	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
05/20/18 - 06/02/18	06/08/18 Fri	6	9	7	7	9	10	7	5	5	10	9	5	7	7	5	6	
06/03/18 - 06/16/18	06/22/18 Fri	---	3	---	---	---	2	---	---	---	2	3	---	---	---	---	---	
06/17/18 - 06/30/18	06/29/18 Fri	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	

Less than normal compensation may result on the January 19, 2018 and March 30, 2018 paydays.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 EMPLOYEE DEDUCTION SCHEDULE

Instructional Less Than 12-Month	Instructional Support Less Than 12-Month	Instructional Support & Administrators 12-Month	
A Payroll	V Payroll	P & R Payrolls	
20 Deductions per Year & Paydays	20 Deductions per Year & Paydays	20 Deductions per Year & Paydays	25 Deductions per Year & Paydays
09/15/17 -06/08/18	09/15/17 -06/08/18	09/15/17 - 6/08/18	07/21/17 - 6/22/18
Deduction Title	Deduction Title	Deduction Title	Deduction Title
Voluntary Benefits Pretax & Posttax Health Insurance Gap Insurance Supplemental, Spousal, Dependent Life MetLife-Accident, Critical Illness Low, Illness High, Whole Life Cancer Insurance-AFLAC Income Protection-FORTIS Unum Benefits Tax Sheltered Accounts (TSA) Trustmark Posttax HCTA Dues, Economic Services, Liberty Mutual HASA, FASA, NAESP, NASSP Dues Pen of Florida Credit Union EYP United Way	Voluntary Benefits Pretax & Posttax Health Insurance Gap Insurance Supplemental, Spousal, Dependent Life MetLife-Accident, Critical Illness Low, Illness High, Whole Life Cancer Insurance-AFLAC Income Protection-FORTIS Unum Benefits Tax Sheltered Accounts (TSA) Trustmark Posttax HCTA Dues, Economic Services, Liberty Mutual HSEF Dues** Credit Union EYP United Way	Cancer Insurance-AFLAC Income Protection-FORTIS Unum Benefits HCTA Dues, Economic Services, Liberty Mutual HASA, FASA, NAESP, NASSP Dues Pen of Florida United Way	Voluntary Benefits Pretax & Posttax Health Insurance Gap Insurance Supplemental, Spousal, Dependent Life MetLife-Accident, Critical Illness Low, Illness High, Whole Life Tax Sheltered Accounts (TSA) Trustmark Posttax HSEF Dues ** 26 Deductions per Year & Paydays 07/21/17 - 6/29/18 Deduction Title Credit Union
** HSEF Dues=Every payday is subject to contributions.			

Additional Deduction Information

Mandatory Deductions:

Taxes, Levies, and Hillsborough Education Foundation are withheld on every payday.

Health Insurance:

- The health insurance plan year is January 1st through December 31st for all employees.
- Premiums are deducted one month in advance (December 1st through November 30th).
- A & V payrolls have 20 deductions, while P & R payrolls have 25 deductions per year.

Voluntary Benefits:

All voluntary benefits are deducted one month in advance of coverage with the exception of the following accounts which are taken in the current month:

- Flexible Spending Account (FSA)
 - Health Care Spending
 - Dependent Care Spending

Supplemental Life Insurance:

- Twenty (20) deductions must be withheld for Supplemental Life from December through November for each plan year.
- Remaining deductions for the 2017 insurance plan year will be taken from September through November 2017.
- Deductions for the 2018 insurance plan year will be withheld from December 2017 through November 2018.
- Normally, no deductions are taken during the summer.

EYP (Extended Year Payments):

EYP refunds will be split equally into four (4) equal payments issued on 6/22/18, 7/06/18, 7/20/18 and 8/03/18.

2017-2018 Escrow Frequently Asked Questions

What is Equalized Pay and Escrow?

Equalized pay is a method used to have paychecks consistent throughout the year. Escrow is a percentage withheld from each 10-day paycheck to equalize pay during the year when pay periods include more than one non-paid day. At the end of the school year any remaining escrow balance is paid to the employee. Participation is not optional.

Note: The first and last paychecks normally are not a component of equalized pay.

How does Escrow work?

A predetermined escrow contribution percentage is assigned to all employee types to be used each pay period consisting of 10-paid days. This is shown as EPC (Equalized Pay Contribution) on the employee's pay advice.

When pay periods consist of less than 9-days paid, escrow is used to equalize the paycheck. Equalized pay is displayed as EPP (Equalized Pay Payback) on the employee's pay advice.

Escrow is only withheld on paid scheduled time. If an employee has non-paid absences during the year, or does not contribute each eligible pay period, the escrow balance may not be sufficient to equalize all less than 9-day paychecks.

Escrow is not taxed when it is withheld but taxes are assessed when it is paid back to the employee.

Any escrow balance remaining at the end of the year is paid to the employee.

Escrow and Equalized Pay Information

- Escrow Begin Date = First 10-day paycheck
 - Escrow End Date = May 25, 2018
 - Escrow End of Year Payout = June 8, 2018
 - Escrow Balances appear on paycheck
- Escrow shortage Payment Dates:
- V Payroll: January 19, 2018 & March 30, 2018

- Other Employee Escrow Shortage Circumstances:
- Employment started after the normal contract starting date
 - Non-paid time
 - Leave of Absence
 - Pay rate change

Sample of Partial Paystubs

12-Month	12-Month	Less Than 12-Month	Less Than 12-Month	HOURS AND EARNINGS		HOURS AND EARNINGS			
P01, R01, R02 Payroll	P03, P04, P05, R03, R05 Payroll	A Payroll	V Payroll	DESCRIPTION	HOURS	EARNINGS	DESCRIPTION	HOURS	EARNINGS
Factor	Factor	Factor	Factor	SCHEDULE	80.00	2,525.26	EPayback		1,210.12
0.0375	0.0375	0.0100	0.0100	SUP 2-10		50.51	SCHEDULE	24.00	757.57
				GRP LIFE		0.05	SCK REG	16.00	505.06
				ESCROW		-257.58	SUP 2-10		25.25
Equalized Payback	Equalized Payback	Equalized Payback	Equalized Payback	Escrow Contribution for 10 day check			GRP LIFE		0.05
	12/08/17			Equalized Payback for less than 9 day check					
	01/05/18	12/08/17	12/08/17						
	* 01/19/18	01/05/18	01/05/18						
01/19/18	* 03/16/18	01/19/18	01/19/18						
03/30/18	** 03/30/18	03/30/18	03/30/18						

* P05 only

** P04, P05 only

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 A PAYROLL - LESS THAN 12-MONTH INSTRUCTIONAL
SICK LEAVE ACCRUAL SCHEDULE

Employee Type	10-Month Personnel	10 1/2-Month Personnel	11-Month Personnel	ROTC Instructors	10 1/2-Month Social Workers Elem & Middle School Counselors, Psychologists, HS Counselors	District Resource Teachers Group A
Pay Class:	A01 & A02	A03	A04 & A05	A06	A08 & A09	A12
Pay Date	Days	Days	Days	Days	Days	Days
07/07/17	---	---	---	---	---	---
07/21/17	---	---	4.0	---	---	4.0
08/04/17	---	4.0	0.5	---	4.0	0.5
08/18/17	4.0	0.5	0.5	4.0	0.5	0.5
09/01/17	0.5	0.5	0.5	0.5	0.5	0.5
09/08/17	0.5	0.5	0.5	0.5	0.5	0.5
09/29/17	---	---	---	---	---	---
10/13/17	0.5	0.5	0.5	0.5	0.5	0.5
10/27/17	0.5	0.5	0.5	0.5	0.5	0.5
11/09/17	0.5	0.5	0.5	0.5	0.5	0.5
11/22/17	0.5	0.5	0.5	0.5	0.5	0.5
12/08/17	0.5	0.5	0.5	0.5	0.5	0.5
12/22/17	0.5	0.5	0.5	0.5	0.5	0.5
01/05/18	0.5	0.5	0.5	0.5	0.5	0.5
01/19/18	0.5	0.5	0.5	0.5	0.5	0.5
02/02/18	0.5	0.5	0.5	0.5	0.5	0.5
02/16/18	0.5	0.5	0.5	0.5	0.5	0.5
03/02/18	---	---	---	0.5	---	---
03/16/18	---	---	---	0.5	---	---
03/30/18	---	---	---	---	---	---
04/13/18	---	---	---	---	---	---
04/27/18	---	---	---	---	---	---
05/11/18	---	---	---	---	---	---
05/25/18	---	---	---	---	---	---
06/08/18	---	---	---	---	---	---
06/22/18	---	---	---	---	---	---
06/29/18	---	---	---	---	---	---
Total Days	10.0	10.5	11.0	11.0	10.5	11.0

Sick leave is accrued on paid time only. Employees accrue one day of sick leave for each month of employment per Florida Statute 1012.61(2)(a)1. A half day (.5) accrual is credited on each payday until the annual accrual is credited.

Instructional employees are entitled to 4-days of sick leave on the first day of each contract year.
All other employees are entitled to 4-days of sick leave at the end of the first month of each contract year.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract ending date.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 12-MONTH PERSONNEL
SICK LEAVE ACCRUAL SCHEDULE

Employee Type	12-Month Support Personnel	12-Month Instructional Personnel	12-Month Administrators Personnel
	Pay Class: P01, P03, P04 & P05	R01 & R03	R02 & R05
Pay Date	Days	Days	Days
07/07/17	---	4.0	---
07/21/17	---	0.5	---
08/04/17	---	0.5	---
08/18/17	5.0	0.5	5.0
09/01/17	0.5	0.5	0.5
09/08/17	0.5	0.5	0.5
09/29/17	---	---	---
10/13/17	0.5	0.5	0.5
10/27/17	0.5	0.5	0.5
11/09/17	0.5	0.5	0.5
11/22/17	0.5	0.5	0.5
12/08/17	0.5	0.5	0.5
12/22/17	0.5	0.5	0.5
01/05/18	0.5	0.5	0.5
01/19/18	0.5	0.5	0.5
02/02/18	0.5	0.5	0.5
02/16/18	0.5	0.5	0.5
03/02/18	0.5	0.5	0.5
03/16/18	0.5	---	0.5
03/30/18	---	---	---
04/13/18	---	---	---
04/27/18	---	---	---
05/11/18	---	---	---
05/25/18	---	---	---
06/08/18	---	---	---
06/22/18	---	---	---
06/29/18	---	---	---
Total Days	12.0	12.0	12.0

Instructional employees are entitled to 4-days of sick leave on the first day of each contract year. All other employees are entitled to 4-days of sick leave at the end of the first month of each contract year. This date will fall within the applicable pay period dates. Sick leave of 4-days will be credited on the corresponding payday.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract ending date.

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

2017-2018 V PAYROLL - LESS THAN 12-MONTH INSTRUCTIONAL SUPPORT
SICK LEAVE ACCRUAL SCHEDULE

Employee Type	Bus Drivers	Elem & Middle Secy 4's Hd Start Pgm Mgr	10 1/2-Month Clerks	Middle School Bookpr	High School Bookpr	Data Processors	SNS Mgr	SNS Asst, Prod Coord	Paraprofessionals	High School Registrar	OT/PT Asst	Riders	Health Asst	Staff Nurses	Assistant Teachers & OT/PT	Comm School Officer 2
Pay Class:	V22	V23	V24	V25	V26	V27	V28	V30	V31	V32	V34	V35	V36	V37	V39	V53
Pay Date	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days
07/07/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
07/21/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
08/04/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
08/18/17	---	5.0	---	---	---	---	---	---	---	---	5.0	---	---	---	---	---
09/01/17	---	0.5	4.5	4.5	4.5	4.5	4.5	---	---	4.5	0.5	---	4.5	4.5	4.5	---
09/08/17	5.0	0.5	0.5	0.5	0.5	0.5	0.5	5.0	5.0	0.5	0.5	4.5	0.5	0.5	0.5	5.0
09/29/17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
10/13/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
10/27/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11/09/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
11/22/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12/08/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
12/22/17	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
01/05/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
01/19/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
02/02/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
02/16/18	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
03/02/18	---	0.5	0.5	0.5	0.5	0.5	---	---	---	0.5	0.5	---	0.5	0.5	---	---
03/16/18	---	---	---	---	0.5	0.5	---	---	---	0.5	---	---	---	---	---	---
03/30/18	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/13/18	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
04/27/18	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/11/18	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
05/25/18	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/08/18	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/22/18	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
06/29/18	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
Total Days	10.0	11.5	10.5	10.5	11.0	11.0	10.0	10.0	10.0	11.0	11.5	9.5	10.5	10.5	10.0	10.0

Sick leave is accrued on paid time only. Employees accrue one day of sick leave for each month of employment per Florida Statute 1012.61(2)(a)1. A half day (.5) accrual is credited on each payday until the annual accrual is credited.

Instructional employees are entitled to four days of sick leave on the first day of each contract year. All other employees are entitled to four days of sick leave at the end of the first month of each contract year. This date will fall within the applicable pay period dates. Four days of sick leave will be credited on the corresponding payday.

Sick leave accrual adjustments will be made for:

- (1) Employees that begin working after the normal contract starting date.
- (2) Employees who take a long-term leave of absence or terminate employment prior to the normal contract ending date.